

# **HUMAN RESOURCES OFFICE**

## **ATSUGI SATELLITE OFFICE**

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### **DIEGO GARCIA VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER:** DG-013-2016

**TITLE/SERIES/GRADE:** INFORMATION TECHNOLOGY SPECIALIST (PLCYPLN/CUSTSPT), OG-2210-11

**SALARY:** OG-11: \$21,843.00 - \$33,643.00 PER ANNUM

**OPENING DATE:** 30 Aug 2016

**CLOSING DATE:** 14 Sep 2016

**LOCATION:** Information Technology Department (N6), IT Support Division, US Navy Support Facility  
Diego Garcia

**AREA OF CONSIDERATION:** Current NSF IT OG employees' on-island

**RPA NUMBER (HRO USE ONLY):** 482987

**NOTES:**

1. Appointment is temporary not to exceed one year. Appointment may be extended at management's discretion.
2. Initial tour of duty is 12 months. Employee will be eligible for return travel at the end of the tour, if granted an additional tour.
3. Grade shown is equivalent to GS-11.
4. Full performance level of this position is OG-11, which is equivalent to GS-11.
5. Overseas differential (25% of the base pay), meal allowance, laundry allowance, health benefits plan and year-end bonus are in addition to the base pay shown above.
6. Salary shown above includes Misc Benefits Allowance.
7. Minimum age is 21 years old.

**DUTIES:** Responsible for the overall management and coordination of standards, integrating technical aspects of computer work with administrative matters, acquisition and configuration management with respect to Information Technology (IT) and Command and Control (C2) requirements and standards. Manages the budget for NSF IT project requirements, prepares and submits Unfunded Requests (UFRs) through Resource Allocation Module (RAM) system for IT and communication infrastructure installation projects. Develops, submits and manages short and long-term plans through Program Objective Management (POM) process, monitors project funding execution through the use of the Command Financial Management System (CFMS). Serves as a subject matter expert in all matters pertaining to IT requirements to include requirement gathering, planning, coordinating with higher headquarters and departments, and the execution and implementation initiatives as assigned. Identifies command's information systems requirements; analyzes the information systems requirements or environment; conducts cost-benefit analysis; evaluates, monitors, and ensures compliance with laws, regulations, policies, standards, or procedures. Applies professional skills and knowledge to develop innovative IT solutions to facilitate and automate enterprise business processes and collaborative capabilities for the command. Operates as the command's central Point of Contact (POC) for account and service access requirements and maintenance, to include the approval and management of System Authorization Access Request Navy (SAAR-N), Requests for Change (RFC), trouble tickets and Information System Purchase Requests (ISPR). Serves as the local manager for the Land Mobile Radio (LMR) responsible to the LMR Program manager at CNRJ N6. Manages the units and communication plan development as well as coordinate all LMR requirements to include; unit repair, replacement, and installation of

LMR infrastructure. Reviews and manages the annual requirements for all local cell phone and paging services in support of NSFDCG operations. Develops the statement of work and monitors Command usage of contractor provided services.

### **BASIC REQUIREMENTS:**

This standard allows eligibility through meeting either the requirements specified in the section titled **Education** or the requirements specified in the section titled **Experience**.

**(A) Education:** All academic degrees and coursework must be from accredited or pre-accredited institutions

**Undergraduate or Graduate Education:** Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management **or** degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

**OR**

**(B) Experience:** Experience must be IT related; the experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT certification), as appropriate

**GS-5 through GS-15 (or equivalent):** For all positions individuals must have IT-related experience demonstrating each of the four competencies listed below. The employing agency is responsible for identifying the specific level of proficiency required for each competency at each grade level based on the requirements of the position being filled.

1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

### **Qualification Requirements**

In addition, your résumé must demonstrate at least one year of specialized experience at or equivalent to the next lower grade level (OG-10) in the Federal service or equivalent experience in the private or public sector.

**Specialized Experience** is defined as experience that has equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled.

The successful applicant for this position will have experience, in addition to the OG-10 level, experience or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization; experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls; experience that required adaptations of guidelines or precedents to meet the needs of the assignment; experience preparing documentation on cost/benefit studies/ analysis; evaluates, monitors, and ensures compliance with laws, regulations, policies, standards, or procedures.

(See specifics: OPM Qualification Standard for GS positions: (<http://www.opm.gov/qualifications/>) for GS positions Group Coverage Qualifications Standards for Administrative and Management Positions: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification->

[standards/#url=Group-Standards\)](#)

**SPECIAL REQUIREMENTS:**

1. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS.
2. MUST ADDRESS KSAs.

**EVALUATION FACTORS (Knowledge, Skills and Abilities (KSAs):**

1. Knowledge of Information Technology (IT) management standards and ability to apply these standards, when applicable, to projects and contracts under NAVSUPFAC DG or CNRJ N6 control.
2. Knowledge of Department of Defense (DoD), Department of the Navy (DoN), and local regulations, procedures, guidance and work methods governing IT system lifecycle, maintenance, procurement and Information Assurance.
3. Knowledge of government contract funding regulations and requirements in order to ensure the availability of communications services and contract maintenance.
4. Skill and proficiency in both oral and written communications, including the ability to write professional and technical reports, correspondence, technical briefings and assessments and other documentation. Contacts are with private contractors, contracting officials and wit hall areas and personnel at the NSFDG and CNRJ N6 level.
5. Knowledge of multiple Microsoft applications.

**INQUIRIES REGARDING THIS VACANCY:** Call HRO Diego Garcia, DSN: 370-4140 or HRO Atsugi Satellite Office, DSN: 264-3626.

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VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

**TO APPLY:** Application and forms must be received in the **HUMAN RESOURCES OFFICE, GROUND FLOOR, BLDG. 136, U.S. NAVY SUPPORT FACILITY, PSC 466, BOX 2 FPO AP 96595-0002 (ATTN: MS. BABES CABACABA)**, by the **closing/cutoff date** of the announcement. All applications must show the announcement number and grades applying for. **Do not submit copies of position/job descriptions, training certificates or other extraneous material not requested**. It is the applicant's responsibility to make a copy of the application attachments for future use. **Applications and attachments will not be retrieved for duplication or for return**. Each applicant is responsible for submitting complete information on his/her qualifications to include an accurate description of experience and dates of experience. Applicants must meet all eligibility and qualifications requirements as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying. Postmark date, faxed or emailed applications will not be accepted.**

**FORMS REQUIRED:**

1. OF 612 - Optional Application for Federal Employment, resume, or other written format. ***Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
  - Announcement number, title and grade of the job for which you are applying.
  - Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
  - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
  - Highest Federal civilian grade held (also give job series and dates held\*); proof of reinstatement eligibility, if applicable.

- Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
  - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
  - An original signature and date.
3. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities) as required by the announcement.
4. SF-50 copy – Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.

### **QUALIFICATION REQUIREMENTS:**

Evaluation will be based on OPM approved qualification standards for the specific occupational series.

**Selective Factors**, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. **Applicants who do not meet a selective factor are ineligible for further consideration.**

**EDUCATION:** All substitutions of education for experience will be made in accordance with OPM approved qualification standards. A person desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institution's registrar, dean, or other appropriate official.) **Applicants may be required to include evidence that foreign education is comparable to education received at accredited educational institutions in the United States.**

**EVALUATION METHOD:** Information contained in the application to include KSAs and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

### **OTHER PERTINENT INFORMATION:**

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
- The filling of positions is subject to referrals and placement from regulatory placement programs.
- If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- These announcements may serve to provide a supply of qualified applicants for the immediate vacancy and subsequent vacancies or for any other similar vacancies at the same command.
- It is a violation of 181 USC 1719 to use postage paid government envelopes to mail job applications. Facsimile or email applications will not be accepted, unless otherwise authorized.